

**Government of India
Ministry of Corporate Affairs
Indian Institute of Corporate Affairs
IMT Manesar, Gurgaon -122052**

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F.No. IICA-2-44/2012

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VACANCIES FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: www.iica.nic.in. **An online Interview is being conducted on every Wednesday.**

2. Interested and eligible candidates can forward their CVs at gauri.iica@gmail.com.
3. One candidate can apply for one position at a time.
4. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
5. The position shall remain open until any suitable candidate is selected.
6. If number of applications received is high in number and if it is not possible to call all eligible candidates for interview, the Institute will further shortlists the candidates based on higher experience in the relevant fields or candidates with higher educational qualification as the case may be.

Sd/-
Administrative Officer

The engagement will purely be on contractual basis initially for a period of Six months/ one year, if otherwise not extended or curtailed. The contractual engagement is need based and it will not confer any right or privileges on the appointee for regular appointment. The details of qualification and experience are as under:-

S.no.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.	Status
1.	Fellow (One)	Forum of Indian Regulators (FOIR)	Contractual	50,000	Open
2.	Research Associate (One)	School of Competition Law & Market Regulation	Contractual	30,000	Open
3.	Technical Assistant (One)	School of Corporate Law	Contractual	30,000	Open

JOB DESCRIPTION

1. FELLOW- FOIR

Qualification:

Bachelor of Law (LLB)/ Master of Business Management / LLM/ other relevant field.

Experience

Minimum 2 years of work experience in project management/ research in relevant areas preferably in the area of functioning of regulators.

Desirable:

Prior work experience in the field of work relating to government regulators.

Skill Set:

Leadership skills
Project management
Understanding of Market Regulation in India
Research and writing skills
Excellent communication skills

Activities:

1. Helping in day to day administration of the FOIR Centre at IICA.
2. Work pertaining to course curriculum development of training modules.
3. Delivering lectures in the concerned specialized subjects
4. Assist in course designing for training programs and academic programs.
5. Assist in conducting examination, prepare question papers and evaluation.
6. All work relating to the academic and non academic activities in FOIR
7. Administrative and financial compliances
8. Planning and implementation of various activities (on site and off site) of FOIR
9. Managing tenders and handling vendors

10. Liaison with all stakeholders at FOIR, CERC and IICA
11. Complete assistance in the conduct of the Annual General Meeting, other meetings and other activities such as webinars/seminars/capacity building activities from time to time.

Key Tasks:

Overall management of FOIR Secretariat

2. RESEARCH ASSOCIATE- SOCL&MR

Qualifications:

Educational: Essential a bachelor degree in law or Economics/ Business Administration or a relevant subject

Essential Work Experience:

- Experience in the field academics / practice of Law / Economics/ marketing and administration.
- Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
- Ability to work in multi-disciplinary teams
- Strong Communication and documentation skills.

Desirable Work Experience:

- Prior experience in marketing and administration of academic programmes along with writing proposals for approval.
- Familiarity with working of Government Organisation shall be of added advantage.
- Experience in academic course management will be desirable.

Responsibilities:

1. Supporting senior staff in documentation/ file work/ reporting as per norms of the Government
2. Supporting senior staff in promotion of capacity building programmes launched by the School of Competition Law and Market Regulation. Financial management of the activities of the School of Competition Law and Market Regulation.
3. All academic and non-academic works related to the School as assigned from time to time.

3. Technical Assistant- School of Corporate Law

Essential Qualification :

Degree of LL.B/ CS/MBA from a recognized University.

A. Research and scholarship:

- To develop research proposals and projects independently
- To conduct and deliver collaborative / individual research projects

- ☐ To identify sources of funding and contribute to the process of securing funds
- ☐ To organise /participate/ present in research and advocacy conferences, workshops and other appropriate events/activities
- ☐ To apply body of knowledge in appropriate research, advocacy, training activities by developing study modules, research papers & reports, concept papers etc
- ☐ To support the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.

B. Liaison & Networking:

- ☐ To collaborate actively within and outside the Institute
- ☐ To develop network with government, public and private sector organisations & funding agencies for identifying sources of funding / income through research & consultancy projects, sponsorships, training activities etc.

B. Planning & Organising:

- ☐ To plan, co-ordinate and implement the programs, training and research based work from end to end
- ☐ To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders

C. Administrative and People Management Support:

- ☐ To support and assist the head of school and other staff members in general administration, managing people-process-products.

Remuneration and other Conditions:

- i. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- ii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iii. The assignment is on a full time basis and the person will be required to attend the office on all the working days and on holidays, if required.
- iv. The period of engagement will be initially for a period of six months/ one year, which may, at the discretion of the competent authority be either extended or curtailed depending on performance and requirement.
- v. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vi. The contract can be terminated by either side by giving notice for a period of one month or one month's consolidated emoluments in lieu there of.
- vii. The contract can be terminated without notice by the competent authority, if at any time the conduct, performance, activities of the individual are found detrimental to the interests of the organization.
- viii. Initial engagement period of the selected candidates may be curtailed or enhanced with the approval of the Competent Authority at the time of issuing the offer of engagement.
- ix. The number of positions or remuneration as indicated at Table-1 hereinabove may be decreased or increased with the approval of the competent authority, subject to requirement.
- x. Conditions may be relaxed by the competent authority in exceptional circumstances.

Selection Procedure

- a. The appointment will be made on the recommendations, on the basis of written test and/or interview, of a Selection Committee constituted for this purpose.
 - b. No TA/DA will be provided for attending the interview.
2. Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.

Annexure-II

A. Format of application for various positions on Contract basis in IICA.
(Applicants should submit only one application)

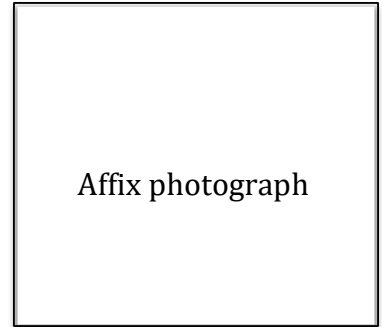
1. Sl. No. and name of the Position applied for:

2. Name of the applicant:

3. Date of birth:

4. Date of retirement under the rules, if applicable:

5. Qualifications possessed:



Essential:

Sl. No.	Name of School/Institute / University	Type of Qualification	Percentage

6. Training, if any received, which is relevant to the position applied for:

Name of the relevant Training Programme	Duration		Organization from where received	Nature of Training received	Remarks
	From	To			

7. (i) Present position held, if any:

(ii) Scale of pay/ Pay Band/ Present pay:

(iii) Date from which held:

8. Details of service (in chronological order starting from the latest first) i.e. Name of position, Employer, Duration, Scale of pay/ Pay drawn, Nature of duties, Period from- to:

(Please enclose a separate sheet)

9. Experience:

Name of the Institution/ organization	Duration	Designation	Full time/ part time

10. Why do you consider fit for selection to the position appliedfor?

(in not more than 200 words)

How your past/present work and assignments will be relevant to achieve the mandate of IICA?

(in not more than 500 words)

How will your experience, academic qualification and competency be relevant to achieve the mandate of IICA in future?

(in not more than 500 words)

(Please enclose a separate sheet)

11. (i) Present office address with Pin Code Number:

(if any) (ii) Residential Address-

(ii) Telephone No. (Off.) ResidenceMobile.....e-mail Id.....

12. Any other relevant

information: Place:

Dated:

Signature of the Candidate